**Guidelines for the 150 Hours of Field Experiences for Alternative Masters Students**

*(Questions regarding the interpretation of these guidelines should be addressed to the program coordinator, Dr. Christine Schnittka. These guidelines are subject to change as policies contained within the Alabama Teacher Education Chapter change.)*

All 150 hours need to be completed AFTER admission to Auburn University and AFTER you have completed a criminal background check. Check the College of Education website for instructions regarding [criminal background checks](http://www.education.auburn.edu/edustudents/teacher_edu_info/admission_teacher_education/fingerprints.html).

At least 75 hours must be conducted within the teaching field (secondary science context).

Up to 35 hours can take place while you are **not** enrolled in a class that assigns field experiences. This is called “pre teaching.” (example: during the summer while you are not taking classes, or tutoring after school, but after you have been admitted to Auburn) However, pre-teaching has to have a purpose and assignment **and you should consult your adviser**. Here are some suggestions: http://www.education.auburn.edu/files/students\_pes/preteachchartofactivitiesformb.pdf

*Please coordinate your preteaching experience with your faculty adviser. You will be given a purpose for the experience, and you will be assessed on your goals.*

Field experience hours (except for preteaching hours) must be conducted while you are taking a class that assigns field experience hours: CTSE 7510, CTSE 7520, CTSE 7530, CTSE 7540, CTSE 4090 or CTSE 4100. You must have a specific purpose during these experiences, someone to supervise you and report on your progress (assess your progress). This can be an Auburn faculty member or someone at the school or location who is willing to keep track of you and your hours and provide feedback on your progress. (The instructor of record provides the purpose and assignment associated with the course.) For example; lesson plans with post-lesson reflections or observations are a perfect way to document the specific purpose and assess your progress.

Over 75 hours must occur within P-12 schools (as opposed to summer camps). These schools can be public **or** accredited private schools.

At least 90 of the hours must be in three hour increments or more (30 sessions of three hours, 15 sessions of six hours, or 9 sessions of ten hours… etc.) and these need to be documented.

Field experience requirements can be completed in an individual’s workplace as long as the guidelines stated in this document are satisfied. Please check with your employer to ensure that this does not conflict with employment policies. For instance, Auburn City School requires approval for hourly employees such as paraprofessionals.

If you work somewhere and you lead educational field trips for school children, those hours do NOT count as “within P-12 schools.” However if you are working with a teacher and you accompany the teacher to the site and lead the field trip, then you are working “within P-12 schools.”

Professional development workshops hours count as long as the program coordinator approves them. These hours may be considered as completed with a P-12 setting, if they are completed in conjunction with a school-based field experience.

Lesson planning *away from the school setting* (at home, in the library, at a store) does not count toward field hours.

Ideally, the field experience hours would unfold as follows:

1. You get admitted to Auburn and pass a background check.

2. You complete 35 hours of tutoring or volunteering at a summer camp or observing a teacher.

3. You complete 60 hours in CTSE 4090 in four-hour blocks

4. You complete 60 hours in CTSE 6100 in four-hour blocks

6. You complete 10 or more hours or more in CTSE 7530

This equals at least 150 hours.

7. You intern.

Keep track of your field hours with the following table. An example table for FRED is provided so you can see how the table keeps track of the different requirements.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Activity** | **Date** | **Pre-Teaching** | **Secondary Science** | **P-12 Schools** | **Number of 3-hour increments** | **Hours total (on the particular date)** |
| Robotics Camp | 1-30-13 | 7 | 7 |  | 2 | 7 |
| Tour of Teachers | 1-31-13 |  | 3 | 3 | 1 | 3 |
| Tour of Teachers | 2-1-13 |  | 2 | 2 |  | 2 |
| Tour of Teachers | 2-5-13 |  | 4 | 4 | 1 | 4 |
| Lab | 2-12-13 |  | 4.5 | 4.5 | 1 | 4.5 |
| Professional Development | 2-14-13 | 4 | 4 |  | 1 | 4 |
| Tutoring at school | 2-16-13 | 3 | 3 | 3 |  | 3 |
| Robotics Camp | 2-20-13 | 6 | 6 |  | 2 | 6 |
| Children’s Museum volunteering | 2-25-13 | 8 |  |  | 2 | 8 |
| School Board Meeting | 3-1-13 | 3 |  |  |  | 3 |
| Lab | 3-2-13 |  | 4.5 | 4.5 | 1 | 4.5 |
| Lab | 3-9-13 |  | 4.5 | 4.5 | 1 | 4.5 |
| Lab | 3-16-13 |  | 4.5 | 4.5 | 1 | 4.5 |
| Tutoring at school | 3-18-13 | 4 | 4 | 4 | 1 | 4 |
| TOTALS |  | 35 | 51 | 34 | 14 | 62 |
| TOTAL NEEDED |  | 35 | 75 | 75 | 30 | 150 |
| REMAINING REQUIRED |  | 0 | 24 | 41 | 16 | 88 |

After looking at this sample table you can see that Fred accomplished pre-teaching and part of a semester’s worth of lab placements. He still needs 88 more hours. 48 of those hours need to be in 3 hour increments (16 increments needed). Since 41 hours need to be in P-12 schools, this could be done during a semester course with a lab placement in a P-12 school. Since 27 of these hours also need to be in secondary science, they would also be completed in a P-12 lab placement too. So, assuming Fred completes 41 hours in a secondary science school setting and gets the 16 increments, there are still (88-41) =47 hours remaining. They can be with elementary kids, during the summer, during an afterschool club, tutoring, during a field trip you guide, at a place of employment, etc. as long as all 47 hours are completed during enrollment in a course that assigns field hours. So, Fred needs two more classes that assign field hours. During one class, Fred can be in a lab placement at a school in secondary science. During the other class, Fred can be doing a variety of things like tutoring, helping with a camp, leading field trips at the Nature Preserve as a volunteer worker, assisting 3rd graders at the private school you work at, etc. The professor would need to provide an assignment and there would need to be a supervisor, and there would need to be an assessment of the person’s progress.

See the Excel spreadsheet you can use to help you keep track of these hours.